

**\*Amended 9 November 2004**

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P. O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-455  
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-216A**

**Human Resources Assistant  
(Customer Service)  
70408E00/A(ARMY) 80508E00/A(AIR)  
GS-0203-07/06  
\$34,348 - \$44,652 pa  
\$30,910 - \$40,187 pa**

**ANNOUNCEMENT DATE: 23 September 2004  
\*CLOSING DATE: 14 December 2004**

**SELECTING OFFICIAL: Supervisor – Customer Service**

**APPOINTMENT FEATURES: Excepted Service  
Enlisted Grade**

**POSITION LOCATION: JFHQ – HRO, Sacramento, CA**

**POSITION REQUIRES SOME TRAVEL (1 – 5 DAYS A MONTH)**

**CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT(S) 04-456C(ARMY) & #04-217AC(AIR). ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.**

**APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-07 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR GS-06 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.**

This position is located in the state Human Resource Office (HRO). The primary purpose of the position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors and technicians of the serviced organization on a wide range of human resources matters. Performs work in two or more personnel specialties. May accomplish work through the use of an automated personnel system.

**1. AREA OF CONSIDERATION: Statewide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army/Air National Guard.

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2. **CONDITIONS OF EMPLOYMENT:** A. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. **MILITARY GRADE AVAILABLE:** ENLISTED GRADE THROUGH E-8. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-8 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military Grade and MOS/AFSC.

### **4. QUALIFICATION REQUIREMENTS:**

a. **Human Resources Assistant (Customer Service), GS-0203-07/06, General:** Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

\*b. **Human Resources Assistant (Customer Service), GS-0201-07, Specialized:** Must have 12 months specialized experience in processing a wide range of transactions in the human resources program area; experience in making person-to-person contacts to explain and/or provide regulatory, procedural and policy requirements; experience preparing reports, statistical data, correspondence and forms in final format; and experience in using personal computer (PC) applications to prepare documents and/or input administrative data.

\*c. **Human Resources Assistant (Customer Service), GS-0203-06 (Trainee), Specialized:** Must have 9 months specialized experience in providing administrative office support; experience in making person-to-person contacts to explain and/or provide regulatory, procedural and policy requirements; experience preparing correspondence and forms in final format; and experience in using personal computer (PC) applications to prepare documents and/or input administrative data.

**If selected as trainee, the appointee may be non-competitively promoted to GS-07 upon meeting full qualifications and recommendation of supervisor.**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** THE LEVEL

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OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. **KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Knowledge of basic rules, regulations and policies which govern performance of the work.
- b. Ability to communicate both orally and in writing.
- c. Skill in gathering information and data to provide technical and clerical support
- \*d. Skill in the use of an automated system.

**SELECTEE MUST BE ASSIGNED TO A COMPATIBLE MILITARY POSITION IN ARMY: CMF 42A, 42F, 42L, 71L, 75B, 75F, 75H; AIR: AFSC: 3A0X1, 3S0XX.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PREAPPOINTMENT CERTIFICATE FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P. O. BOX 269101, SACRAMENTO, CA 95828-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

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**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

**PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.